SY 2023 Year End Collection (YEC) Guidance

The Year End Collection (YEC) is a supplemental system for districts/schools to provide ISBE with required Report Card data that is not provided via other reporting modes. The YEC collects six pieces of information: Truant Minors, NoPass NoPlay, Health and Wellness, Minutes of Instruction per Week, New School Building, and Discipline. The discipline is a new data added in the YEC starting 2023 SY. The YEC data collection is required by the statue.

All entities serving PreK-12th are required in the YEC. Any entity serving PreK students only is required for New School Building information only in the YEC.

This guidance document provides information about how to enter and submit the data in the system. The YEC system provides a batch file option that allows district to upload multiple schools in the provided template at once.

The YEC will be available for data entity on 5/15/2023. Submissions are due July 31, 2023.

**New School Building(s)**

- It is required for all schools serving grades PreK-12.
- Public, State-funded schools, Special Ed. Coops., Special Ed. Schools, and ROEs are required.
- For Q1 “New Permanent School Building”: enter new permanent school building(s) that completed construction during the school year only. If ‘Yes’, enter the school building count.
- For Q2 “New Permanent Addition to the School Building”: enter permanent additional school building(s) added to existing school building(s) that completed construction during the school year only. If ‘Yes’, enter the additional school building count.
Truant Minors

- Enter student count for truant minors.
- A truant minor is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided (or offered and refused), and have failed to result in the cessation of chronic truancy. It is a subset count of chronic truants. A chronic truant is a student subject to compulsory school attendance and who is absent without valid cause for 5% or more of the previous 180 regular attendance days. Note that the number of truant minors cannot be higher than the number of chronic truants.
- Truant Minors are a subset count of chronic truants. Therefore, the number of truant minors should not exceed the count of chronic truants.
- A chronic truant is a student subject to compulsory school attendance and who is absent without valid cause for 5% or more of the previous 180 regular attendance days.
- Truant Minor is required for all schools serving grades 1st - 12th. Entity that serves PreK students only is not required.
- Eligible schools include public schools, state funded schools, ROE programs and Special Ed. coops/schools.
- Student attendance includes in-person instruction, remote, and e-learning days.

No Pass No Play

- This metric is required for public and state funded schools serving 9th-12th only.
- ROE programs and Special Ed. coop/schools are not required to enter this information.
- Enter the number of Suspension/Ineligibility from school athletics or extracurricular activities based on their duration (1-7 days, 8-14 days, 15 or more days).
Note that beginning with the 1998-99 school year, the school board of each school district that maintains any of grades 9 through 12 shall establish, implement, and enforce a uniform and consistent policy under which a student in any of those grades who fails to maintain a specified minimum grade point average or a specified minimum grade in each course in which the student is enrolled or both is suspended from further participation in any school-sponsored or school-supported athletic or extracurricular activities for a specified period or until a specified minimum grade point average or minimum grade or both are earned by the student.

Health and Wellness
• Enter the average number of days per week of physical education per student. It is the total number of days per week of physical education for all students divided by the total number of students.

For example: In a K-2 school with 20 students in kindergarten, 20 students in grade 1 and 10 students in grade 2 and grades K-1 have PE 5 days/week and Grade 2 has PE 3 days/week, the calculation would be:

\[
\frac{[20 \text{ KG} \times 5] + [20 \text{ 1st Grade} \times 5] + [10 \text{ 2nd Grade} \times 3]}{\text{Total Enrollment}} = \frac{100 + 100 + 30}{50} = \frac{230}{50} = 4.6
\]

• Health education classes in middle and high school should be included, but recesses should not be included.
• Record to nearest one decimal.
• Assume 5 days per week. The data range should be between 0 and 5.
• Include Health education provided to students in different instruction formats such as in person, remote and e-learning.
• ROE programs and Special Ed. Coop/Schools are not required to enter this information.

**Instructional Minutes Per Week (Grades 3, 6 and 8)**

• It is required for schools serving grades 3rd, 6th, and 8th.
• ROE programs and Special Ed. Coop/Schools are not required to enter this information.
• Include different learning formats such as in-person, remote and e-learning instruction.
• Enter the average number of minutes allocated during the 5-day school week for instruction in mathematics, science, English, and social science at grade levels 3, 6, and 8.
• English includes time for instruction in reading, spelling, and other language arts.
• The average should reflect the average number of minutes of instruction delivered to all classes for that grade level.

For example: In a school with 6 third grade teachers who allocate 200, 210, 225, 190, 200 and 211 minutes to mathematics instruction per week, the average number of minutes per week would be:

\[
\frac{(200+210+225+190+200+211)}{6} = 206.
\]
Minutes Per Week (Grades 3, 6, and 8)

Amount of time devoted to Mathematics, Science, English, and Social Science at Grades 3, 6, and 8.

Enter the average number of minutes allocated during the 5-day school week for instruction in Mathematics, English, Science and Social Science at Grade Levels 3, 6, and 8. English includes time for instruction in reading, spelling and other language arts. Averages should reflect the average number of minutes of instruction delivered to all classes for that grade level.

Example

In a school with 6 third grade teachers who allocated 200, 210, 225, 190, 200 and 211 minutes to mathematics instruction per week, the average number of minutes per week would be:

\[
\frac{200 + 210 + 225 + 190 + 200 + 211}{6} = 208
\]

AVERAGE NUMBER OF MINUTES PER WEEK FOR INSTRUCTION

<table>
<thead>
<tr>
<th>Grade 3</th>
<th>Grade 6</th>
<th>Grade 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Science</td>
<td>Science</td>
<td>Science</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>Social Science</td>
<td>Social Science</td>
<td>Social Science</td>
</tr>
</tbody>
</table>
Discipline

- Enter either “Yes” or “No” for all five questions (Q1-Q5).
- Required for Public (Cat. 4) and state-funded (Cat. 8) schools serving grades K-12.
- Spec Ed. Coops and schools (Cats 6, 7), ROEs (Cat. A), and PreK only buildings are not required to enter this information.
- ROEs (Cat. A) are not required to enter this information.
- In effort to identify which schools do not have discipline record and which schools do not submit discipline record in SIS for the relevant school year, ISBE will check this discipline data in the YEC against SIS. If those two records are not matching, ISBE will contact districts/schools to correct either SIS or YEC records.

Batch file Uploading

The YEC application provides an option that allows batch file uploading for districts. Note that batch file uploading is NOT required for each school. It is additional feature that allows districts with many schools to complete multiple submissions at one time.

To submit multiple schools’ YEC submission at once first download the template:

1. Download template using “Export Collections” for your schools.
2. Save the template file to your local system with a new name. The template provides schools’ RCDTS and grades (example below).

3. Enter your schools’ data in the table.
4. Refer to the data specifications below when you enter data.

<table>
<thead>
<tr>
<th>Template Variable Name</th>
<th>Template Values\Limits</th>
<th>Online Variable Name</th>
<th>Requirement\Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SchoolYear</td>
<td>2022</td>
<td>School Year</td>
<td></td>
</tr>
<tr>
<td>RCDTS</td>
<td>15 digits</td>
<td>RCDTS</td>
<td></td>
</tr>
<tr>
<td>GradeLevelCode</td>
<td>(3, 6, 8, HS)</td>
<td>Grade Level</td>
<td></td>
</tr>
<tr>
<td>TruantCount</td>
<td>(between 0 and 5000)</td>
<td>Truant Minors</td>
<td>K-12th</td>
</tr>
<tr>
<td>AverageDaysPE</td>
<td>(between 0.0 and 5.0)</td>
<td>Health &amp; Wellness</td>
<td>K-12th</td>
</tr>
<tr>
<td>AverageMinutesMath</td>
<td>(between 0 and 1000)</td>
<td>Minutes per week</td>
<td>3, 6, 8</td>
</tr>
<tr>
<td>AverageMinutesScience</td>
<td>(between 0 and 1000)</td>
<td>Minutes per week</td>
<td>3, 6, 8</td>
</tr>
</tbody>
</table>
AverageMinutesEnglish (between 0 and 1000) Minutes per week 3, 6, 8
AverageMinutesSocialScience (between 0 and 1000) Minutes per week 3, 6, 8
ExtracurricularIneligibility 1to7Days (between 0 and 15000) No Pass No Play HS (9th-12th)
ExtracurricularIneligibility 8to14Days (between 0 and 15000) No Pass No Play HS (9th-12th)
ExtracurricularIneligibility 15PlusDays (between 0 and 15000) No Pass No Play HS (9th-12th)
NewBuildingCount 0-20 New School Buildings PreK-12th
NewBuildingAdditionCount 0-20 New School Buildings PreK-12th
Discipline (new)

a. DO NOT rename column names.
b. DO NOT reorder columns.
c. DO Review and follow the file specifications.
d. Leave cells blank where there is no value required to enter.

5. Save your file.
6. Upload the file to the YEC application using the Uploading feature.

7. Submit.

2023 YEC guidance

Updated 04/14/2023
Submission

1. All users are able to submit YEC data directly to the Illinois State Board of Education without their district administrator’s approval.

2. Users can go back into the YEC system and adjust or correct submitted data at any time until the system closes.

3. YEC has one “Save and Submission” button. There is no additional submission button in the YEC.

4. User can verify their submission status with a green check mark on the screen.

5. There is no system generated IWAS message confirming submission.
Questions

1. For questions about YEC data entry and submission, please contact ISBE Data Strategies and Analytics at datahelp@isbe.net

2. If you have questions or need assistance with your login access in IWAS, please contact the ISBE Help Desk at 217-558-3600.